LOCAL PROGRAM
COMPLIANCE EVALUATION
LOCALITY CHECKLIST

TO THE LOCAL PROGRAM CONTACT

AS PART OF THE LOCAL PROGRAM COMPLIANCE EVALUATION PROCESS, YOU ARE TO COMPLETE THE FOLLOWING CHECKLIST AND PROVIDE THIS INFORMATION TO YOUR LOCALITY LIAISON. THIS INFORMATION WILL BE USED IN CONJUNCTION WITH OTHER MATERIALS TO REVIEW LOCAL PROGRAM IMPLEMENTATION, TO IDENTIFY DATA GAPS IN THE LOCAL PROGRAM, AND TO ASSIST THE LIAISON IN OBTAINING A COMPLETE UNDERSTANDING OF LOCAL CONDITIONS.

Elements of the Local Program (9 VAC 10-20-60)
- o 1. A copy of the most current CBPA Ordinance.
- o 2. A copy of the most current CBPA Map (hard copy and digital data, if available).
- o 3. Copies of any locally produced brochures, guidance, or educational material.

Land Use and Development Performance Criteria (9 VAC 10-20-120)
- o 4. A sample BMP Maintenance Agreement, sample BMP review checklist, and a copy of the local BMP Manual.
- o 5. A description of the POD process (flow chart showing application to approval).
- o 6. A description of the E&S inspection process (Who does the inspections? At what point in the development process?).
- o 7. A copy of any septic tank pumpout databases developed, with samples of pump out notices, and a description of the process to-date (number of notices sent out, response rate, plans for follow-up).
- o 8. A copy of the required MOU/MOA between the local SWCD and the locality re: agricultural plans.
- o 9. Provide the name of the local contact for the SWCD Technical Review Committee.
- o 10. Describe the local enforcement policy regarding the agricultural plan requirement.
- o 11. Describe the tracking mechanism used to identify landowners with and without required agricultural plans.
- o 12. Provide a copy of any policies and procedures adopted by the local Wetlands Board.
- o 13. How does the locality ensure that all required wetlands permits are obtained prior to construction?

Resource Protection Area Performance Criteria Information (9 VAC 10-20-130)
- o 14. How are projects within the RPA evaluated for consistency with the general performance criteria?
- o 15. Is there a difference between a "major" and a "minor" WQIA? Describe the difference.
- o 16. Provide a copy of any buffer calculation sheets, RPA buffer guidance, or buffer policies used at the local level.

- 17. What process is used for permitting woodlot management, clearing of sight lines, etc.?
- 18. What forms of mitigation are required? Are there mitigation standards?

Regulatory Relief Mechanisms (9 VAC 10-20-140 through 160)
- 19. Is there an administrative waiver process for non-conforming lots or structures? Describe the process. Are there administrative waiver provisions for granting exceptions to other local ordinance provisions
- 20. Please describe the process for reviewing a request for an encroachment into the RPA. Please provide a copy of any application materials required.

Program Administration and Enforcement
- 21. Please provide a sample Building Permit Application. Please describe the Building Permit review process. At what point is the permit application reviewed for possible Chesapeake Bay Preservation Ordinance issues?
- 22. Please provide a sample Erosion and Sediment Control Permit Application (if separate from a Building Permit Application).
- 23. Provide a sample Notice of Violation.
- 24. How much in civil penalties was assessed for violations of the Chesapeake Bay Ordinance during the past year?
- 25. Please provide any other material that you feel is representative of the local program.

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